

**LIQUOR COMMISSION**  
**CITY AND COUNTY OF HONOLULU**  
711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249  
PHONE (808) 768-7300 • FAX (808) 768-7311  
INTERNET ADDRESS: [www.honolulu.gov/liq](http://www.honolulu.gov/liq) • E-MAIL: [liquor@honolulu.gov](mailto:liquor@honolulu.gov)



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FRANKLIN DON PACARRO, JR.  
ADMINISTRATOR

ANNA C. HIRAI  
ASSISTANT ADMINISTRATOR

June 15, 2017

**MEMORANDUM**

TO: ALL LIQUOR LICENSEES

FROM:  FRANKLIN DON PACARRO, JR., ADMINISTRATOR

SUBJECT: ANNUAL GROSS LIQUOR SALES FOR FISCAL YEAR 2017

Please report your annual gross liquor sales (GLS) for FY 2017 (July 1, 2016 to June 30, 2017) by completing the "Declaration of Gross Liquor Sales" form. This form is **due MONDAY, JULY 31, 2017**, and the GLS deductible for FY 2017 is **\$52,000**.

The "Declaration of Gross Liquor Sales" forms are on our website at: <http://www.honolulu.gov/liq/gls.html>. You must complete the appropriate form based on your type of liquor license. If you do not have access to the internet, please contact our HLC Auditors. Your original GLS form - signed and completed - along with your additional license fee payment, if applicable, must either be delivered to the Honolulu Liquor Commission no later than **Monday, July 31, 2017, at 4:30p.m.**, or postmarked and mailed by **Monday, July 31, 2017**, to the following address:

City & County of Honolulu  
Liquor Commission  
711 Kapiolani Boulevard, Suite 600  
Honolulu, Hawaii 96813  
Attn: GLS Processing

***LATE OR NON-FILED REPORTS WILL BE A VIOLATION AND SUBJECT TO PENALTIES AS PRESCRIBED BY THE HLC. (ref. §3-81-17.54(c))***

A completed, original GLS form that is mailed or delivered to the HLC is acceptable. A faxed or emailed GLS report is not acceptable. Acceptable forms of payment for the additional license fee include:

- Corporate Check, Cashier's Check, or Money Order, payable to "City & County of Honolulu"
- Cash (over-the-counter only)
- MasterCard/VISA/Discover card with 2.35% non-refundable service fee (over-the-counter only)

Your GLS form must be signed by an Owner, Officer, or Member registered with HLC. A GLS form, signed by an Agent, must include either a Letter of Authorization signed by the Licensee, or a completed Notification of Authorized Agent Form (LIQ-LIC-106), which can be found on our website at <http://www.honolulu.gov/liq/gls.html>. If an authorization form was previously filed with the HLC less than one year ago, then a new form is not necessary.

If there are any questions regarding GLS report filing, please call our HLC Auditors: Akiko Reyes (808)768-7360, or Seng Vongphila (808) 768-7321, or e-mail [liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov). Thank you.